

HR Coordinator-Syria-based in Damascus-National Position

Deadline:
23-05-2026

Contact person:
Knud Andersen

Place of Work:
NES

Who we are

DanChurchAid supports people in the world's poorest countries in their struggle for a dignified life and helps those whose lives are in danger. We intervene with humanitarian aid in disaster-stricken areas, provide long-term support through development aid in poor areas and promote initiatives to create a more equal and sustainable world.

We show leadership and continue a 100-year tradition of hope and action. DanChurchAid is active in Africa, Asia, the Middle East and Ukraine with a presence in 19 countries and works to achieve four global goals: Saving lives, Building resilient societies, Combating extreme inequality and Creating engagement. These goals reflect our work across humanitarian efforts, development and human rights.

Program Overview

Since 2015, DCA has been working in Syria through an integrated, multi-sectoral approach that aims to save lives and build resilient communities in rural areas, urban settings, and informal settlements.

DCA implements activities that include: rehabilitation of private houses, school rehabilitation, distribution of non-food items (NFIs), cash-for-work activities, protection services (psychosocial support, child protection, general/community protection including case management, cash for protection, awareness and prevention, and community protection networks), multi-purpose cash assistance, vocational training and technical education (TVET), and humanitarian mine action (risk education, survey, and clearance).

DCA combines mine action with humanitarian response to support vulnerable communities through a holistic, integrated, and adaptable approach to achieve the greatest possible impact.

Position Objectives and Key Responsibilities

The Human Resources Coordinator ensures effective, compliant, and people-centred HR management at country level, enabling strong programme delivery and a safe, inclusive, and high-performing work environment. In this role you will be reporting to the Head of Support Services (HoSS).

The role leads and coordinates the HR function, providing strategic and operational support to management and staff. It ensures implementation of HR policies, compliance with labour law, and effective recruitment, performance management, and staff wellbeing practices across the country programme.

HR Engagement

- HR guidance and support to Country Director, Head of Support Services, and managers.
- HR team and staff to ensure consistent implementation of HR processes, organizational standards, strategies and policies in close collaboration with HQ HR and relevant advisors
- External stakeholders including authorities, auditors, and service providers on HR-related matters.

HR Leadership and Advisory

- Lead and support the HR team, ensuring effective people planning, performance management, and staff development.
- Provide HR advisory support to management on labour law, compliance, and employee relations.
- Support implementation of HR strategy aligned with operational needs.

HR Operations and Systems

- Oversee recruitment, onboarding, payroll inputs, benefits, and staff records in line with DCA policies and legal requirements.
- Maintain and improve HR systems, documentation, and data management in compliance with GDPR.
- Ensure efficient and consistent HR processes across the country programme.
- Compliance, Wellbeing and Workplace Environment
- Ensure compliance with DCA policies, Code of Conduct, and national labour law.
- Promote a safe, inclusive, and respectful workplace, including health, safety, and staff

wellbeing.

- Support audits, reporting, and continuous improvement of HR practices.

Your Profile

- Eligibility: This position is open to Syrian national applicants only.
- University degree in Human Resources, Business Administration, or a related field.
- Minimum 5 years senior HR experience within an international NGO or humanitarian context.
- Deep understanding of Syrian Labor Law and compliance requirements.
- Expertise in recruitment, payroll, and performance management systems.
- Strong ability to lead teams and provide strategic advice to senior management.
- Familiarity with GDPR and maintaining secure HR documentation.
- Fluency in both English and Arabic.

What we offer

We offer a competitive salary according to DCA salary scale for national employees, in addition to 2 days of paid annual leave per month and medical insurance coverage. The position also provides training and capacity-building opportunities, including access to internal learning resources. This is an interesting and challenging opportunity to contribute to addressing humanitarian needs while working alongside skilled colleagues in a supportive environment. DCA is committed to fostering a positive, respectful, and caring workplace where staff well-being is prioritized.

Recruitment Process

- First Interviews: 28-May-2026

How to Apply

Submit your CV and cover letter no later than [23-May-2026]

For more information, contact: Knud Andersen, Country Director, at knan@dca.dk

Equal Opportunity and Compliance

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy. For more information, visit www.danchurchaid.org.